



**RFP 1338 Pre-Proposal Conference**

**CORRECTIONAL FACILITIES  
MEDICAL SERVICES PROGRAM**

County of San Diego, Health and Human Services Agency

# Welcome

- Introductions
- Restrooms
- This is RFP 1338
- Please sign in
- We will focus on main points
- RFP Terms & Conditions,
- Program Discussions
- Questions must be in writing
- Addendum W/Q&As to be issued within 1-1/2 weeks & will be posted on the web

# Access to RFPs & Addendums

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**All County RFPs &  
Addendums Are Posted On  
BUYNET II**

[Welcome to BuyNet II](#)

# The Process

- **Structured Best Value Process**
  - Review & evaluation by a SSC
  - Interviews & Presentations may be required
  - More than 1 firm may be in competitive range
    - Negotiations & BAFO w/all in competitive range required unless award made w/o negotiations
  - Cost Reimbursement Contracts
  - Award to firm providing County “Best Value”
- **Deadline for questions March 22, 2006, close of business**
  - Must be in writing, preferably by e-mail to [steve.glenn@sdcounty.ca.gov](mailto:steve.glenn@sdcounty.ca.gov)

# The Process – Cost Comparisons

- The County Charter requires a Cost comparison to determine whether it is more economical & efficient to accomplish the specified work under contract or by County performance.
- If County's is more economical & efficient, the service cannot be contracted out. No Protests allowed if this is the case

# The Process - Proposal Submission

- Proposals must be responsive in all Submittal Requirement categories
- Follow the directions in RFP
- Written Proposal
  - Prescribed MANDATORY Format
    - PC 600
    - Representations and Certifications
    - Applicable Tabs



RFP 1338

# The Process

## Proposal Submission (cont'd)

- Submit an Original + **ten (10)** hard copies plus an electronic copy on CD
  - Index Required
  - Securely bound

# The Process

## Proposal Submission (cont'd)

- Expect problems . . . Plan for them . . . There are no exceptions to the deadline, unless it's the only proposal received.
- Deadline is absolute: received by **3:00 PM on April 17, 2006** at the P&C lobby reception desk.

# How proposals will be“evaluated”

Provide a Complete Response to the  
Submittal Requirements,  
which are the evaluation factors.

# Evaluation Factors

- Written proposal must stand alone
- Descending Order Of Importance
  1. Experience, Proposed Organization, Management and Staffing
  2. Program Description
  3. Pricing & Fiscal information
- Successful proposals generally exceed RFP minimum requirements

# The Bottom Line . . .

- The Statement of Work (SOW) is what must be done
- The RFP Terms and Conditions tell us how to prepare & submit proposals
- The Submittal Requirements (Evaluation Factors) tell us how the proposal will be “evaluated.”
- The Proposal tells us the Offeror’s qualifications & how the SOW will be accomplished

# Tips . . .

- Do read the RFP several times
- Do use the prescribed format
- Do assume the evaluator(s) do NOT know you
- Do describe what, when, where & how you will perform
- Do check the website daily!!!
- Do make sure all documents requiring signature are signed (e.g. PC600, Reps and Certs, and any others)
- Ensure all contact information on the PC 600 is correct

# Contract Terms and Conditions

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- **RFP includes the draft Pro Forma Contract**
  - **Exhibit A: Statement of Work**
  - **Exhibit B: Insurance**
  - **Exhibit C: Pricing / Budget**

# Questions . . .

- Must be in writing
  - Send an email, fax or letter
  - **Email preferred**
  - Be clear and concise
- We will try to answer them today during program discussion
- We will answer all of them in writing in an Addendum to the RFP.
- Deadline for questions is March 22, 2006 @ close of business

# Address Questions to:

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**The Procurement Contracting Officer  
stated in the RFP**

**Fax: 858-694-3581**

**Email:**

**[Steve.glenn@sdcounty.ca.gov](mailto:Steve.glenn@sdcounty.ca.gov)**



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